

DISABILITY BLANKET

3553

(No. 1 June 1991)

The purpose of the Disability Blanket is to allow an essential position to be filled when:

- A. A permanently disabled employee awaits separation or reclassification. A permanent disability is defined as a disability which will preclude the employee from performing the full range of duties of the current classification.
- B. There is reasonable probability that an employee suffering major illness or injury may not return to work, but no final prognosis has been made by a physician.

The Disability Blanket will not be used to fill a position while an employee is unavailable for work due to pregnancy unless complications can reasonably be expected to preclude the employee from returning to the full range of duties of the classification.

The use of the Disability Blanket is restricted to the availability of funds and those situations where there is a negative impact on the department that cannot be overcome in another manner.

Decisions on the use of the Disability Blanket are delegated to the region chiefs and Deputy Directors and must be made in a manner which recognizes overall budget balancing responsibilities.

PLACEMENT CRITERIA

3553.1

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All placements in the Disability Blanket must be accompanied by a written plan to remove the employee from the payroll within a specified period of time (e.g., retirement, medical termination) or a written plan which returns the employee to work in another classification.

Employees will not be moved into the Disability Blanket until the same day a new employee is actually hired into the original position. In no case will the Disability Blanket be used for employees who are still working even though it may be in a limited or light duty capacity.

To be eligible for placement in the Disability Blanket, the employee must:

- A. Have permanent or probationary civil service status; and,
- B. Not be on any form of work status, including limited or light duty; and,
- C. Have a permanent disability which will preclude the employee from performing the full range of duties of the current classification; or,
- D. Have a major illness or injury for which no final prognosis has been made by a physician.

Additionally, an employee who meets all of the above criteria may be placed in the Disability Blanket if any of the below criteria are met:

- A. SCIF has stated the employee has a Permanent and Stationary disability which will not allow return to full duty; or,
- B. PERS has approved a disability retirement; or,
- C. The department or the employee has applied to PERS for disability retirement; or,
- D. In the case of nonwork-incurred injury, a medical prognosis has been made which precludes return to full duty; or
- E. There is reasonable probability an employee may not return to duty after a major illness or injury though a physician has not made a final prognosis.

PLACEMENT PROCESS

3553.2

(No. 1 June 1991)

The unit requesting approval to move an employee into the Disability Blanket does so via the PO-200 process. The requesting unit will include placement justification; effective separation date; and calculated costs by fiscal year of salaries and benefits, vacation, sick leave, holidays, CTO, and planned overtime. Unplanned overtime will never be charged to the Disability Blanket.

A. Headquarters Placement

The completed PO-200 and estimated cost data are sent to the Management Services Headquarters Administrative Officer (HAO) for overall review and final approval of all Sacramento transactions. Upon approval, the PO-200 is routed to the Personnel Office with a statement that the transfer is not to become effective until a replacement is hired. When the position is filled and the effective date of hire is established, the incumbent will be placed in the blanket.

B. Region Placements

The completed PO-200 and estimated cost data are sent to the region Deputy Chief for Management Services (DCMS) for overall review and fiscal approval. Upon approval, the PO-200 is returned to the requesting unit's personnel office with a statement that the transfer is not to become effective until a replacement is hired. When the unit has hired a replacement, it will notify the region headquarters personnel office of the effective date of hire and the incumbent will be placed in the blanket. The unit's personnel office will be responsible to notify region headquarters when the blanketed employee is removed from the payroll.

BUDGET MANAGEMENT

3553.3

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Costs associated with employees placed in the Disability Blanket include base salary, benefits, vacation, sick leave, CTO, holidays, and planned overtime. Unplanned overtime will not be charged to the Disability Blanket. It will be the responsibility of each Region DCMS and the Management Services HAO to monitor ongoing costs for expenditure analysis purposes.

Monthly salary and wage payments are chargeable to the month and fiscal year that the payments are covering. Lump sum payments are charged to the fiscal year in which the separation occurs even though the payments may extend into a new fiscal year.

At the start of each fiscal year, the Budget Office will establish the blanket authority (995) with the State Controller's Office as well as budget allocations. Effective July 1, 1990, allocations will be based on the percentage of total authorized permanent positions plus a reserve in the Pooled Account (Index 9499). The DCMS/HAOs will provide a recommendation on the allocation of the reserve along with any unit savings/overages after review of the mid-year expenditure analysis each year. The

recommendation will be forwarded to EAC for concurrence followed by any necessary allocation adjustments.

The Disability Blanket allotment can be supplemented upon approval of the Deputy Director for Management Services. All augmentation requests must be forwarded to the budget analyst and must include a fiscal analysis. Budget Office will make a recommendation subject to review and approval by the Assistant Deputy Director, Support Services and the Deputy Director for Management Services.

POLICY CHANGE

3553.4

(No. 1 June 1991)

The above placement criteria and budget issues will be reviewed annually by the DCMS/HAOs. Any proposed revisions to the placement criteria must be approved by the Chief, Personnel Services. Any changes to budget management must be approved by the Assistant Deputy Director, Support Services

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